

CITY OF PLEASANT HILL

Established: 02/01

Pay Range: 125

Bargaining Group: PACE

ADMINISTRATIVE ANALYST I

DEFINITION

The Administrative Analyst I position is the entry level class which allows the incumbent in this position to perform administrative and analytical tasks of a technical nature; conducts various studies and research projects; and performs related work as assigned.

EQUIPMENT, METHODS & GUIDELINES

Personal computer; various computer systems programs (hardware and software), and general office equipment, and telephones. Use and knowledge of Federal, State and local laws, statutes regulations and procedures related to local government, various statistical data and frequent attendance of meetings and conferences.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including many that are conducted during the evening. Irregular hours due to morning and night meetings. Work requires the ability to work independently in the absence of supervision.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays), as well as the ability to understand and carry out oral and written instruction. It may require the ability to lift objects weighing up to thirty pounds such as files, records and computer presentation equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from department head or manager. May exercise direct supervision over subordinate clerical personnel as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Conducts research, including policy and legislative analysis; attends various staff and project meetings and prepares information and reports for meetings as requested.

Participates in the implementation and coordination of small projects or phases of larger projects; keeps management apprised of project progress, issues or problems; presents situation with background documentation and alternative solutions.

Assists in assembling a variety of information and statistical data for presentations; assists in the preparation of charts, maps, slides, photographs, and other visual aids.

Analyzes alternatives and makes recommendations regarding such matters as organizational structures, budget development and administration, cost analysis, and policy or procedure modifications.

Prepares grant applications and handles details of grant administration, including contracts with Federal, State and local agencies; prepares required reports in accordance with funding agency regulations.

Gathers, tabulates and analyzes data; conducts studies of policies, systems procedures, practices, organization and other matters relating to departmental programs and management operations; draft reports showing alternative solutions to administrative issues.

Participates in the establishment and maintenance of financial records, administrative processes, administrative systems and public service functions.

Establishes and maintains positive working relationships with representatives of community organizations, state and local agencies and associations, city management and staff, and the general public.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of principles and practices of operational and organizational analysis associated with public administration. Knowledge of the budgeting process, research techniques, and statistical methods. Candidates must possess interpersonal skills and the self-confidence to work with elected officials, executive management, business and community leaders. Candidates must demonstrate strong writing and English usage skills, possess good organizational skills, attention to detail and excellent communication skills.

Ability to:

Exercise independent judgment in identifying and responding to staff, the public, elected officials, and the media. Handle difficult situations with tact and diplomacy. Articulate concepts, analyze evaluate and make recommendations for agency programs.

Research, compile and analyze data.

Communicate clearly and concisely, orally and in writing.

Ability to complete assigned tasks in a timely and effective manner.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Must have three (3) years of progressively responsible administrative experience preferably in a municipal government setting. Some supervisory experience is desired.

Education

AA degree or equivalent supplemented by specialized business courses.

LICENSE OR CERTIFICATE

Possession of or ability to obtain an appropriate California driver's license.